

**CLASS TITLE: CHIEF, MOTOR VEHICLE SAFETY  
AND  
EMISSION CONTROL DIVISION**

**Class Code: 02522100**

**Pay Grade: 35A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, design, budget, coordinate, evaluate and administer a statewide motor vehicle safety and emission inspection program so as to provide greater safety on the highways and to preserve, protect and improve the quality of air in the state; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work is reviewed for results obtained and conformance to established policies and provisions of laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, reviews and coordinates the work of technical and clerical staff members engaged in a statewide safety and emission inspection program.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

As designated by the Director of the Department of Administration, to administer the state's comprehensive motor vehicle safety and emission inspection laws by planning and managing a statewide program for the inspection of vehicles using the public highways.

To Administer and be responsible for the direct supervision of a multi-million dollar decentralized inspection program that will be managed by a centralized contractor.

To oversee the activities of a program contractor on the implementation of the decentralized inspection system to ensure that the state will meet the mandatory federal requirements and the Rhode Island state inspection law.

To be responsible for the inspection activities of the various inspection garages appointed by the department and of the state operated inspection facility.

To plan and administer a program for training motor vehicle inspectors.

To be responsible for comprehensive school bus and public carrier inspection programs.

To coordinate efforts with other state and federal working towards better motor vehicle safety and pollution control.

To conduct and preside at hearings, meetings, workshops, seminars and public meetings so as to propose, promulgate, promote and explain the laws and regulations related to motor vehicle safety and emission inspections.

As necessary, to testify at legal proceedings against violators of state motor vehicle safety and pollution.

To be responsible for necessary administrative functions such as purchasing, disbursing and budgeting for the division.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of both federal and state laws, rules, regulations, practices, policies and procedures as they relate to vehicle safety equipment and air pollution prevention devices and systems, and the ability to interpret and apply such guidelines throughout a statewide motor vehicle safety and emission inspection program; the ability to supervise a technical and clerical staff engaged in a motor vehicle inspection program; the ability to establish and maintain effective

working relationships with state officials, federal officials, inspection station operators and subordinates; the ability to administer a program for the inspection of motor vehicles; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing and successful completion of in-depth training seminars and workshops in administering motor vehicle safety and/or emission inspection programs; and

Experience: Such as may have been gained through: employment in a responsible position assisting in the administration of statewide motor vehicle safety and emission inspection maintenance program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: September 27, 1998

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